



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada -
Pacific Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

Title - Sujet Hazardous Materials Assessment & Ab	
Solicitation No. - N° de l'invitation E0276-171394/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 210171394	Date 2017-02-17
GETS Reference No. - N° de référence de SEAG PW-\$VAN-582-7993	
File No. - N° de dossier VAN-6-39228 (582)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-03-30	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lee, Hilda	Buyer Id - Id de l'acheteur van582
Telephone No. - N° de téléphone (604) 764-6053 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation
E0276-171394/A
Client Ref. No. - N° de réf. du client
E0276-171394

Amd. No. - N° de la modif.
001
File No. - N° du dossier
VAN-6-39228

Buyer ID - Id de l'acheteur
VAN582
CCC No./N° CCC - FMS No./N° VME

Amendment 001

REQUEST FOR PROPOSAL

Delete: Entirely

Replace: See attached

All other terms and conditions shall remain unchanged.

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

**REQUEST FOR PROPOSAL
HAZARDOUS MATERIALS ASSESSMENT & ABATEMENT SERVICES
PACIFIC REGION - BC & YT**

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PART 1- GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

- (i) Part 1 General Information: provides a general description of the requirement;
- (ii) Part 2 Bidder Instructions: provides the instruction clauses and conditions applicable to bid solicitation;
- (iii) Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- (iv) Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the bid, the security requirement, if applicable and the basis of selection;
- (v) Part 5 Certifications: includes the certifications to be provided;
- (vi) Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- (vii) Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Point Rated Evaluation Criteria & Basis of Selection, Security Requirements, Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form and any other annexes.

1.2 Summary

Public Works and Government Services Canada (PWGSC) Environmental Services has a requirement for the assessment and abatement of hazardous materials on an "as and when requested" basis for PWGSC and other federal clients in British Columbia and Yukon. Depending upon the project scope and location of work, the Contractor may be required to complete tasks in accordance with applicable federal, British Columbia, or Yukon environmental legislation.

The assessments, compliance evaluations, abatement and disposals of hazardous material may be conducted at a variety of sites including, but not limited to, federal owned office building, correctional facilities, warehouses, storage facilities, laboratories, fish hatcheries, private residences and shops owned or under the control of federal government. PWGSC also provides management and assessment services for hazardous products and wastes generated through their use of PWGSC owned properties and on behalf hazardous products and wastes generated through their use of PWGSC owned properties and on behalf of other client departments. This work includes plan development, implementation and material disposal.

The Contractor is responsible for performing or providing expert advice and support of all activities relating to the assessments, compliance, evaluations, risk management, abatement and disposal of hazardous materials, the management of chemicals and hazardous substances (including hazardous consumer products) in the Pacific Region (British Columbia and Yukon) in and around federally owned facilities and properties.

It is expected that PWGSC will award up to four (4) Contracts as a result of this Request for Proposal. The overall estimated volume of work to be distributed amongst successful bidders is up to \$5,250,000.00 (including applicable taxes). The period of the Contracts will be from date of award until March 31, 2021.

1.2.1 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on

personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2.2 The requirement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), Canada-Chile Free Trade Agreement, Canada Columbia Free Trade Agreement, Canada Honduras Free Trade Agreement, Canada Korea Free Trade Agreement, Canada Panama Free Trade Agreement, Canada Peru Free Trade Agreement and the Agreement on Internal Trade (AIT).

1.2.3 This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Champagne and Aishihik First Nations Final Agreement
- Carcross/Tagish First Nation Final Agreement
- First Nation of Nacho Nyak Dun Final Agreement
- Kwanlin Dun First Nation Final Agreement
- Kluane First Nation Final Agreement
- Little Salmon/Carmacks First Nation Final Agreement
- Selkirk First Nation Final Agreement
- Tr'ondek Hwech'in Final Agreement
- Ta'an Kwach'an Council Final Agreement
- Teslin Tlingit Council Final Agreement
- Vuntut G'wich'in First Nation Final Agreement
- Gwich'in Comprehensive Land Claim Agreement

The Comprehensive Land Claims Agreements of up to twelve (12) Yukon First Nations apply to this procurement, depending on where the services will be provided.

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#)."

1.3 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).

The **2003, (2016-04-04)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmission by facsimile or by electronic mail to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** (☐) **No** (☐)

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- name of former public servant;
- date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** (☐) **No** (☐)

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **fourteen (14)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the RFP to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contracts with task authorization must be interpreted and governed, and the relations between the parties determined, by the laws in force in **British Columbia**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or Territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.6 Improvement of requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **fourteen (14) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

Public Works and Government Services Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- 2.7.1 Where the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

2.8 Performance Evaluation

Bidders should note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship, timeliness of completion of the work; project management; contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

PART 3 - BIDDER PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests the Bidders must provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

Technical Bid

In their technical bid, bidders should explain and demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The detailed point rated requirements for this bid solicitation are laid out in Annex H, Evaluation Criteria and Basis of Selection.

Section II: Financial Bid

3.1.1 Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately, if applicable.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex D Electronic Payment Instruments, to identify which ones are accepted.

If Annex D Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex H.

4.1.2 Financial Evaluation

Bidders will be assessed based on the information provided, as per Annex B - Basis of Payment, in accordance with the procedure set out in Annex H – Financial Evaluation – Part 2.

4.1.2.1 Mandatory Financial Criteria

Bidders must submit firm rates for all categories listed in Annex B – Basis of Payment.

4.1.2.2 Evaluation of Price

A0222T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

Basis of Selection is included in Annex H - Evaluation Criteria and Basis of Selection – Part 3.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&q_a=1.229006812.1158694905.1413548969#afed) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&q_a=1.229006812.1158694905.1413548969#afed).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.5 Additional Certifications Required with the Bid

One (1) CIH or ROH Certificate of the named Project Manager or Environmental Scientist in Annex H.

5.2.6 Workers' Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with each of the Workers' Compensation Boards in British Columbia (WorkSafeBC) and Yukon Territory (Yukon Workers' Compensation Health and Safety Board).

The Bidder must provide, within seven (7) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

If a bidder is not operating in British Columbia or the Yukon Territory area, as an interim measure, a letter of good standing from the province/state in which the company resides will be acceptable until such time when a bidder becomes a successful candidate and a contract is awarded. The letter of good standing for British Columbia and Yukon Territory will need to be provided prior to any work commencing.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

6.3 Insurance – Proof of Availability Prior to Contract Award

- (a) The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex F.
- (b) If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the technical and management portions of the Contractor's bid dated (*To be Determined*).

7.1.1 Task Authorization

7.1.1.1 Task Allocation Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

As more than one contract is expected to be awarded for this requirement, Canada will use the following approach to select/assign an appropriate contractor.

Unless a best fit exception is approved by the Contracting Authority, a Contractor will be selected based on which Contractor is farthest away from their predetermined maximum % distribution, therefore ensuring that work is evenly distributed as identified to the Contractors in the RFP/resulting contract. In the case where insufficient funds remain in a Contractor's contract to complete a proposed TA, the Contractor next farthest away from their % distribution, and with enough funds remaining, will be selected for the work.

The best fit exception is described as follows:

A Contractor may be considered based on their history in conducting previous phases of a client's project/program. For example, if a Contractor has completed a hazardous materials assessment at a particular facility, this Contractor may be considered for a subsequent hazardous materials assessment at that facility. Rationale for this best fit exception would be based on the Contractor's significant previous experience with the site or facility which should reduce planning time and costs for subsequent projects at the same location.

7.1.1.2 Task Authorization Process

1. The Project Authority (PA) or Authorized Environmental Services Project Manager (AESPM), as defined in section 5.2.1, will provide the Contractor with a description of the task using a Task Authorization form specified in Annex G.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a summary of known on-site hazards, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority or AESPM, within the timeframe described in the SOW, a proposal outlining the proposed approach, methodology and project team to address the SOW of Task Authorization (TA) requirement, any proposed deviation(s) to the SOW for the specific TA, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Pricing specified in the Contract. Price Support for major disbursements must be provided with the Contractor's proposal.
4. The Contractor must not commence work until a TA is authorized by the Project Authority or the AESPM, or the Contracting Authority, using the Task Authorization Form specified in Annex G has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.3 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$250,000.00**, applicable taxes extra, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means **10% (\$ To be determined)** of each Maximum Contract Value (**\$ To be determined**).

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a "quarterly basis" to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
 2nd quarter: July 1 to September 30;
 3rd quarter: October 1 to December 31; and
 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details:

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For **each** authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, Applicable Taxes extra;
- (iv) the total amount, Applicable Taxes extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For **all** authorized tasks:

- (i) the amount (Applicable Taxes extra) specified in the contract (as last amended, as applicable)
as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, Applicable Taxes extra, expended to date against all authorized TAs.

Note: The Task Authorization Reporting form will be distributed at the time of award.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirement

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

- 2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to **March 31, 2021** inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hilda Lee
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Pacific Region
219 - 800 Burrard Street
Vancouver, BC V6Z 0B9

Telephone: 604-764-6053
Facsimile: 604-775-7526
E-mail address: Hilda.Lee@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority of the Contract is:

(To be inserted at Contract Award)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.2.1 Authorized Environmental Services Project Manager (AESPM)

Specific work requirements will be detailed in Task Authorization as issued by an Authorized Environmental Services Project Manager. The AESPM is the PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue Task Authorizations.

7.5.3 Contractor's Representative (to be completed by Bidder)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on

departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under this Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____ **(to be determined)**. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

7.7.3.1 Monthly Payments

1. Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
 - (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (b) all such documents have been verified by Canada;
 - (c) the Work performed has been accepted by Canada.

7.7.3.2 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments(s):

- a. Visa Acquisition Card;

- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (Internationally Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor

7.7.5 Time Verification

C0711C (2008-05-12), Time Verification

7.8 Invoicing Instructions

7.8.1 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed if requested by the Project Authority;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses, and other disbursements;
- (d) a copy of the monthly progress report.
- (e) invoice date (corrected for amendments);
- (f) invoice number;
- (g) period invoice covers;
- (h) Contract number _____ (*number to be inserted at Contract Award*);
- (i) task number;
- (j) project number;
- (k) total task amount (corrected for amendments);
- (l) amount previously invoiced;
- (m) current invoice amount;
- (n) amount remaining on task;
- (o) itemized list of fees, identifying category, resource, rate, hours, and extension.
Categories, rates, resources and disbursements must be pre-approved by the Authorized Client. Canada reserves the right to not pay for categories, rates, resources or disbursements submitted on invoices that have not been pre-approved;
- (p) itemized list of travel expenses, identifying resource, dates of travel, location of travel, rates; and
- (q) itemized list of disbursements, cross-referenced to included back-up receipts.

2. Invoices must be distributed electronically as follows:
 - (a) The Original copy must be forwarded to the addressee shown on page 1 of the Task Authorization for certification and payment.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9. Certifications and Additional Information

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by

Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.9.2 Federal Contractors Program for Employment Equity – Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 Workers Compensation

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

7.11 Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property;
- (c) the general conditions 2035 (2016-04-04), General Conditions - Services (Higher Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex F, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated (To be Determined).

7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

7.13 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements do not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy

complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.14 Comprehensive Land Claims Agreements

The Contract is subject to the following Comprehensive Land Claims Agreements(s):

- Champagne and Aishihik First Nations Final Agreement
- Carcross/Tagish First Nation Final Agreement
- First Nation of Nacho Nyak Dun Final Agreement
- Kwanlin Dun First Nation Final Agreement
- Kluane First Nation Final Agreement
- Little Salmon/Carmacks First Nation Final Agreement
- Selkirk First Nation Final Agreement
- Tr'ondek Hwech'in Final Agreement
- Ta'an Kwach'an Council Final Agreement
- Teslin Tlingit Council Final Agreement
- Vuntut G'wich'in First Nation Final
- Gwich'in Comprehensive Land Claim Agreement

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

7.15 SACC Manual Clauses

A9039C (2008-05-12), Salvage

A9068C (2010-01-11), Government Site Regulations

ANNEX A

STATEMENT OF WORK

This Statement of Work generally describes the various services that the Contractor may be requested to perform during the Contract. Specific work requirements for each Task Authorization (TA) will be detailed in the TA issued by an Authorized Environmental Services Project Manager (AESPM). An Authorized Environmental Services Project Manager" as defined in Section 5.2.1 of the contract, is the PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue and administer Task Authorizations within the authority levels granted to them.

BACKGROUND

Public Works and Government Services Canada (PWGSC) Environmental Services has a requirement for the assessment and abatement of hazardous materials on an "as and when requested" basis, on behalf of PWGSC and other federal clients in British Columbia and Yukon. The assessments, compliance evaluations, abatement and disposals of hazardous material may be conducted at a variety of sites including, but not limited to, federal owned office buildings, prisons, warehouses, storage facilities, laboratories, fish hatcheries, private residences and ships owned or under the control of the federal government. PWGSC Environmental Services also provides management and assessment services for hazardous products and wastes generated by PSPC-owned properties and those of client federal Departments.

A.1 Scope of Work

The Contractor is responsible for performing or providing expert advice and support of all activities relating to the assessments, compliance, evaluations, risk management, abatement and disposals of hazardous materials, the management of chemicals and hazardous substances, including hazardous consumer products in the Pacific Region (BC and Yukon) in and around federally owned facilities and properties.

The services required relate to a variety of hazardous materials-related issues including, but not limited to:

- (a) asbestos
- (b) lead
- (c) PCBs
- (d) mould
- (e) formaldehyde
- (f) carbon monoxide
- (g) radon
- (h) mercury
- (i) halocarbon containing equipment
- (j) volatile organic compounds
- (k) silica
- (l) rodent droppings
- (m) very-short-lived low-level radioactive waste
- (n) other hazardous wastes/materials used/generated for facility operations and maintenance
- (o) indoor air quality pollutants, and other substances or materials found at federal facilities which may pose a risk to human health or the environment.

The various types of environmental projects may take place in British Columbia and/or Yukon Territory. The assessment, management and abatement activities performed may take place in facilities that are actively in-use and occupied.

At the time of establishment of this Proposal, the number and type of projects is not known and will not be known until funding is approved on a site by site basis.

The AESPM will act as the Project Authority throughout the duration of each project. The Contractor will adhere to all the Standards and Guidelines outlined in this Statement of Work, as may be applicable to each project.

The Contractor will be the prime Contractor and will be responsible to coordinate any Sub-Contractor or Specialty Contractor. The services outlined apply not only to the Contractor, but to any Sub- Contractor and Specialty Contractor disciplines that may be required for a specific project.

The Contractor is responsible for sub-contracting the necessary contractors: including but not limited to:

- (a) electricians
- (b) specialized
- (c) assessment contractors
- (d) plumbers
- (e) ventilation specialists
- (f) hazardous materials abatement contractors
- (g) general contractors with the expertise to remove/replace building materials

Some requirements will apply to the Contractor as well as all Sub-Contractor or Specialty.

The Contractor is responsible for obtaining lab analysis for various types of hazardous material samples such as but not limited to:

- (a) bulk samples
- (b) liquid samples
- (c) mixed waste samples
- (d) air samples.

A.2 Regulations, Guidelines & Criteria

All criteria will be in accordance with the current edition of Canadian Codes and Standards, and, any other relevant Codes as applicable. If local or municipal codes and bylaws are more stringent, they will take precedence.

The Contractor will identify all jurisdictions applicable to the project. Regulations, by-laws, and decisions of "Authorities having jurisdiction" will be observed. In cases of overlap, the most stringent will apply.

For hazardous material properties (both physical and chemical), methods of fabrication, tests, etc., reference should be made to the latest editions of CSA Standards and the Canadian General Standards Board, or to local standards if they are more stringent.

A.3 Scope of Work

The Contractor must complete the following services as requested in a Task Authorization (TA) issued by the AESPM. The activities include, but not limited to:

1. Assessment, compliance, evaluations and inspections, both destructive and non-destructive, to determine the presence, location, quantity, use and condition of materials set out in A.1 above.
2. Assessment of the nature and extent of required abatement/disposal/management of materials set

out in A.1 above.

3. Assessment and remediation of residences, warehouses and various buildings previously used to house marijuana grow operations; including the replacement of building materials to ensure the property is fit for subsequent occupancy.
4. Development and implementation of hazardous materials/waste management plans.
5. Development and implementation of Exposure Control Plans.
6. Development of hazardous products/hazardous building materials inventories, assessments and management plans.
7. Development of hazardous material standard operating procedures, directives and/or safe work procedures.
8. Development of scopes of work for hazardous material/hazardous building material remediation/abatement projects.
9. Development of contract National Master Specifications (in accordance with requirements of the PWGSC National Master Specification Secretariat) and preparation of required contracting documents for remediation/abatement projects.
10. Development of Asbestos, Lead and/or Biological Contaminant Remediation/Abatement Action Plans, including recommendations regarding abatement, removal and disposal with schedule and associated cost estimates.
11. Arrange and contract for abatement/remediation services, or assist in the tendering and selection of Contractor for the required work.
12. Coordinate work, and obtain documentation such as permits and notifications, in order to meet regulatory requirements.
13. The supervision of work practices and procedures to ensure that specification requirements, regulatory requirements, industry standards, best practices, department policies, and proper health and safety procedures are followed.
14. Provide environmental monitoring such as visual inspections, surface wipe sampling, and air monitoring.
15. Documentation of abatement/remediation activities including work completed, location, nature and extent of work, work practices, Contractor performance and monitoring results.
16. Development and implementation of site specific Health and Safety Plans.
17. Develop and provide hazardous materials training/awareness sessions.
18. Provide project reporting related to schedule, scope and budget and other performance objectives.
19. Provide project management services and support for hazardous material related projects in

accordance with the Project Management Body of Knowledge principles <http://www.pmi.org/PMBOK-Guide-and-Standards.aspx> and the National Project Management System (NPMS) processes <http://www.tpsgc-PSPC.gc.ca/biens-property/sngp-npms/index-eng.html>

20. Provide progress and final invoices.

A.4 Hazardous Materials Assessment and Inspection

The Contractor must perform a Non-Destructive and/or Destructive Hazardous Materials Assessment as required:

1. A **Non-Destructive Hazardous Materials Assessment** is carried out in order to comply with regulatory requirements and to achieve Hazardous Materials Management Plan development and implementation. A detailed inventory of hazardous materials, as set out in A.1.3 is developed by inspection and analysis of suspect materials. For buildings, assessment and sampling of materials is achieved on a room-by-room, floor-by-floor basis and in a non-intrusive manner. This is to ensure the integrity of the building is not compromised.
2. A **Destructive Hazardous Materials Assessment** is performed prior to a renovation or demolition, and requires that all areas of the building envelope be surveyed for suspect hazardous building materials, as set out in A.1.3. All concealed areas such as wall cavities, above ceiling, beneath carpets, crawlspaces and sub-floor layers must be assessed. The assessment and sampling is achieved in a destructive manner where required. In areas actively occupied by tenants, temporary patch/repair work must be done after samples are taken.

Typical activities involved in both the Non-Destructive and Destructive Hazardous Materials Assessments are as follows:

1. Review previous Hazardous Materials Assessment reports/information and documentation, incorporating the pertinent and confirmed information into the current assessment.
2. Conduct a floor-by-floor, room-by-room assessment of all building areas, identifying the location, accessibility to personnel (maintenance employees, tenants, etc.), type of material (e.g. vinyl floor tiles, wall paint, thermostat) and condition of all materials set out in A.1 above.
3. Carry out sampling and subsequent analysis required to ascertain the amount of hazardous materials within the building(s).
4. A laboratory accredited by either one of the following: National Voluntary Laboratory Accreditation Program, Canadian Association for Laboratory Accreditation Inc., or American Industrial Hygiene Association Bulk Asbestos Proficiency Analytical Testing must be used for the analysis of all bulk asbestos samples.
5. Identify all sample locations on detailed floor plans, distinguishing between those that are confirmed to be hazardous and those that are not.
6. Photograph confirmed hazardous material item(s).
7. Present a summary report which includes remedial recommendations sorted by priority.

8. Prepare a separate summary of costs for repair, encapsulation or removal of asbestos-containing materials and other hazardous materials presented as remedial options.
9. Collect and analyze lead samples using toxicity characteristic leaching procedure (TCLP) in order to characterize disposal of lead containing materials.

For asbestos air sample analysis, the laboratory must participate in a Quality Assurance/Quality Control program. The lab must be accredited by a program such as American Industrial Hygiene Association Industrial Hygiene Proficiency Analytical Testing.

A.5 Development of Hazardous Products Inventories, Management Plans and Exposure Control Plans

The Contractor must establish a detailed inventory of hazardous products. This process involves the following activities:

1. Identify processes that use or generate hazardous products and hazardous waste.
2. Identify and inventory hazardous products and waste that are used, generated, contained or stored within the subject facility, including those that may potentially be hazardous.
3. Collect and document information regarding all known and potentially hazardous products and waste including the following details: product name; manufacturer; condition; area of use; product use; storage location; storage quantity; storage container; hazardous properties; chemical state (solid, liquid, gas), hazardous ingredients; percent content; Chemical Abstracts Service (CAS) registry number; hazardous properties and classification as Toxic Substance based on Schedule 1 of CEPA, and frequency of use.
4. Interview facility staff regarding product use, process description and other relevant environmental, health and safety issues related to the hazardous products and hazardous waste generation.

The Contractor must develop management plans and exposure control plans of hazardous materials. This process involves the following activities:

- a. Based on the identification and classification of hazardous materials in A.1, develop a matrix or risk assessment table, using a risk-based approach, to assist in determining appropriate mechanisms and options for the management plan. The risk-based approach accounts for factors such as the level of risk associated with the substance, current management practices, exposure pathways, suitability of current infrastructure (e.g. ventilation, temperature control, etc.), quantities used/generated and operating costs.
- b. A management plan must be developed to identify alternate products, alternate processes, methods for life cycle management, pollution prevention or reduction/reuse/recycling, and operating practices for storage, handling and use, transportation, disposal, and training.
- c. Develop tools to facilitate implementation of the management plan, including databases, training matrices, procedures or programs with the intent of being used and updated by operational or management staff.

- d. An exposure control plan must be developed to identify risks associated with a hazardous material or waste, and provide applicable safe work procedures.

A.6 Development of Asbestos Abatement Action Plans

Activities to be completed by the Contractor in developing and implementing asbestos abatement action plans include:

1. Identify all asbestos-containing materials in terms of type of material, condition, and accessibility and prioritize them based on risk to occupants and users.
2. To ensure consistent evaluation and recommendation criteria for control of asbestos-containing materials, this asbestos risk assessment should be based on the Action Matrix within the PWGSC Asbestos Management Plan template (attached as Appendix 1) or a template approved by the AESPM.
3. Each material requiring asbestos abatement must be itemized, detailing necessary abatement (i.e. encapsulation, repair or removal), specific work procedures, cost and schedule, including milestone inspections and air monitoring requirements, according to existing regulations and guidelines.

A.7 Development of Biological Contaminant Remediation Action Plans

The Contractor must employ a Certified Industrial Hygienist or Registered Occupational Hygienist experienced in microbial assessment to help develop remediation action plans. The Certified Industrial Hygienist or Registered Occupational Hygienist may be tasked to:

- a. Collect spores, bulk, air, wall cavity and/or surface samples and have analyzed.
- b. Assess and identify mould and other biological contamination.
- c. Check if other indoor air quality issues are present.
- d. Develop and/or implement detailed remediation work procedures, sampling programs and methodology.
- e. Conduct milestone inspections and clearance sampling as required.

A.8 Removal and Disposal of PCB, Chemical Contaminants and Other Hazardous Materials/Wastes

Tasks to remove and dispose of PCB, chemical, and other hazardous materials and/or wastes include:

1. Sample, identify, remove and dispose of PCB-containing equipment, chemical contaminants, and other hazardous materials/wastes using proper safe work procedures.
2. Submit all waste manifest and certificates to the AESPM prior to project closure.

A.9 Development of Hazardous Materials Assessment, Abatement and Disposal Project

Scopes of Work and Contract Specification

Tasks to develop hazardous material assessment, abatement and disposal scope of work include:

- a. Prepare tender specifications using National Master Specification format and other supporting contract documents.
- b. Prepare detailed cost estimates and cost breakdowns for assessments, compliance and evaluations, abatement and/or disposal projects.
- c. Prepare detailed drawings and floor plans.
- d. Produce proposed schedule with appropriate milestones.
- e. Assist the AESPM in answering questions during tendering process.
- f. Attend one or more bid meetings.

A.10 Implementation and Management of Abatement/Remediation Projects

The Contractor must implement, manage and complete abatement/remediation projects in accordance with an approved Abatement or Remediation Action Plan. The Contractor may be required to conduct minor abatement/remediation services to mitigate hazards to human health or the environment identified during or resulting from the assessment process, and is less than \$25,000 (inclusive of taxes).

1. Prepare a Work Plan which includes: detailed cost estimates, project schedule, identification of project personnel and alternates, identification of proposed subcontractor with details of their relevant experience, project-specific Health and Safety Plan, project specific Exposure Control Plan, details of the abatement/remediation requirements and work procedures, details of air monitoring, clearance sampling, testing, and deliverables.
2. Contractors may be asked to hire abatement/remediation subcontractor to address the requirements of the Abatement or Remediation Action Plan. The proposed sub-contractor must be subject to the approval of the AESPM.
3. The overall responsibility for successful completion of the abatement project must be the Contractor's, whether the actual abatement (or portion of the remediation work) is sub-contracted or not.
4. Contractors must provide the requirements and costs for manifesting, transportation and disposal of hazardous materials, as required, in the abatement project Work Plan.
5. Sample, identify, remove and dispose hazardous materials/wastes using proper and safe work procedures, as per regulatory requirements. All waste manifests and certificates of disposal must be submitted to the AESPM prior to project closure.

A.11 Training

The Contractor must develop and present training pertaining to hazardous materials and wastes as required by the AESPM. Training activities typically consist of:

- a. Developing a hazardous material training package which could include information related to a variety of hazardous materials related issues including, but not limited to: asbestos, lead, PCBs, mould, formaldehyde, carbon monoxide, radon, mercury, halocarbon containing equipment, volatile organic compounds, silica, rodent droppings, very-short-lived low-level radioactive waste and other hazardous wastes/materials used/generated for facility operations and maintenance, and other biological or chemical indoor pollutants.
- b. Training sessions ranging from general awareness sessions up to technical abatement methods/procedures.
- c. Presentation of training to a variety of staff with different audiences and levels of experience of hazardous material knowledge (e.g. project managers, technical experts, technicians, property facility managers, operational staff).
- d. Providing hard and electronic copies of presentation and/or training documents.
- e. Participating in hands on training to educate staff in proper procedures when dealing with hazardous materials.
- f. Developing safe work procedures in handling of or working near areas with known hazardous materials.

A.12 Project Supervision

Project supervision requires the Contractor to act as site supervisor for the duration of assessment, compliance and evaluations, abatements or disposal project. The Contractor's roles include:

1. Oversee/monitor the abatement subcontractors during remediation/abatement work so that it is in accordance with the Abatement Action Plan.
2. Review sub-contractor documents for adherence to applicable health and safety standards and provide recommendation if required. Documents to be reviewed may include (but may not be limited to):
 - a. Exposure Control Plan
 - b. Health and Safety plan
 - c. Notice of Project
3. Maintain quality, budget and schedule control and record all necessary activities in accordance with the measurement for payment.
4. Complete on-site inspection, air monitoring (e.g. occupational, ambient, air clearance), monitoring of work procedures, sampling and analysis to guide the sub-contractor in its abatement activities.
5. Conduct air clearance monitoring and on-site inspection to document the completion of work and demonstrate that abatement objectives have been satisfied, and collection or preparation of as-built drawings.
6. Provide air monitoring results in table format. Compare results to regulations, standards or guidelines.
7. Meet with the AESPM as required to discuss any technical aspect of the project.

A.13 Reporting Requirements

The Contractor must provide written reports for each assessment, survey, compliance and evaluation, and/or abatement performed as well as progress reports at time intervals specified by the AESPM.

A.14 Progress Reports

Written or emailed progress reports must be provided at a frequency determined by the AESPM.

Reports must include (at minimum):

- .1 Synopsis of work completed during the latest report period.
- .2 Projected work plan for the following period.
- .3 Concerns or risk with the progress and findings.
- .4 Analyze and prioritize risk and include action plan.
- .5 Provide update on project schedule, budget and deliverables (original, actual, variance).

A.15 Draft and Final Reports

At minimum, all reports must include: project background, site description/location, applicable regulations and guidelines, methodology, results (lab results in table format), recommendations, conclusion, limitations, references, floor plans of sample location or areas abated, photographs (if allowable), and lab analysis results.

Incorporate comments from the AESPM and finalize report within one week, or within a timeframe agreed upon with the AESPM. Substandard reports may be returned for complete rewrite at the Contractor's expense.

Unless otherwise specified in the TA or approved by the AESPM in advance, up to two paper copies and at least one electronic copy of the final report are required. Electronic copies will be submitted as an Adobe Acrobat (.pdf) file, delivered on a CD or by electronic transfer (including attachment to an email, file size permitting).

In addition to the paper and electronic .pdf files, a complete, stand-alone version of the report must be submitted as a single, unlocked, unprotected Microsoft Word document (.docx) file with all figures, drawings, tables, photos, lab reports, and appendices included in their unlocked, unprotected native formats. Any signature pages with signatures and professional stamps which are present in the paper copy of the report must be scanned and included in the electronic copy. Paper reports must use double-sided printing and use recycled-content paper.

Any statement of limitations or similar clauses in the report must comply with all contract terms and conditions. Reports must state "*Liability is specified in the Contract with Public Works and Government Services Canada. Copyright in the Material belongs to Canada.*"

All final reports are subject to acceptance by Canada and must be signed by all authors, and sealed as appropriate.

A.16 Pre-work Requirements

After receiving a draft TA and prior to commencing Work, the Contractor must confirm with the AESPM the following:

- a) Its understanding of the Scope of Work.

- b) Its understanding of the roles and responsibilities of all persons involved in the Task, including Contractor personnel and Employees of Canada.
- c) All permits, approvals, and agreements are in place.
- d) All Health and Safety and Environmental Protection requirements are in place.
- e) Its understanding of the potential risks to completion of the Work.

The performance expectations for work plans submitted in response to a TA and their execution, subject to changes in scope (including unforeseeable changes), are:

- a) Proposed methods and means are appropriate and complete to meet the Work general intent, identified objectives and the AESPM's requirements. The approach must be cost-efficient and ensure that the stated objectives of the project must be achieved. The Contractor must communicate with the AESPM as necessary to obtain a clear understanding of project requirements and objectives prior to submission of a work plan and cost estimate.
- b) Proposed schedule (including milestones and deliverables) is reasonable and able to be completed within the time set by the TA.
- c) Proposed cost estimate must not be exceeded without a revision signed by the AESPM. The cost estimate must accurately reflect the anticipated costs. A detailed tabulation of estimated fees and disbursements broken down on a per-task basis or per key milestone, with a summary of fees and disbursements for each primary task must be provided.

Changes in scope, schedule, or cost to an authorized TA will require a TA revision.

A.17 Communication Requirements

Attend meetings (e.g. start up, project closure) via teleconference or face-to-face. Prepare draft meeting minutes within one week and provide copy to the AESPM for review and approval prior to distribution.

All correspondence related to the project must be copied to the AESPM.

Immediately notify the AESPM by telephone and/or in writing, if additional work is necessary due to a change in on site conditions or requirements. Work or activities which are additional or supplemental to or in substitution of the work and budget specified in the Contractor's approved work plan must not be undertaken without the approval of the AESPM.

Under certain and very limited circumstances (e.g. asbestos abatement in a remote location, where communication with the AESPM or the ability to obtain verbal or written approval may be problematic), the AESPM may, in advance, authorize fieldwork additional to that specified in the work plan if it may be required to complete abatement. In these cases, the Contractor is expected to exercise good judgment, bearing in mind potential constraints to budget and the overall objectives of the project. Where additional work of this nature is deemed necessary, the Contractor must provide a full description of and rationale for this work to the AESPM at the earliest opportunity.

A.18 Health & Safety Requirements

The Contractor must be responsible for making all employees, sub-contractors/sub-contractors and others at the site, aware of the health and safety issues at the site. Appropriate personnel protective equipment must be worn at all times during any assessment, compliance, evaluation, and abatement or hazardous waste disposal activities. Appropriate protective barricades and danger/warning notices must also be required around all abatement activities. Accordingly, a site specific hazard analysis must be carried out and subsequent Health and Safety plan is required prior to any on site work and implemented during the site activities.

A.19 Regulatory Requirements

The Contractor must comply with all regulations, codes, acts, bylaws, and standards applicable and relevant to Pacific Region (BC & Yukon).

Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the Work.

Maintain Workers' Compensation Board (WorkSafeBC) and (Yukon Workers' Compensation Health and Safety Board) coverage during the term of the Contract.

Ensure that its employees are qualified, competent and certified to perform the Work as required by the Workers' Compensation Act, Occupational Health and Safety Regulations and PWGSC directives and policies.

In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the AESPM will advise on the course of action to be followed.

A.20 Submittals

Where applicable, the Contractor must not proceed with Work prior to submitting to the AESPM the following documentation:

1. Health and Safety Plan
2. Copies of reports or directions issued by federal and provincial health and safety inspectors
3. Copies of incident and accident reports
4. Complete set of Material Safety Data Sheets, and all other documentation required by a Workplace Hazardous Materials Information System
5. Emergency procedures

The AESPM may review the Contractor's site-specific Health and Safety plan and emergency procedures, and provide comments to the Contractor. The Contractor must revise the plan as appropriate and resubmit to the AESPM for review upon request.

Where prescribed by legislation, regulation, safety program, or PWGSC directive, the Contractor must submit certification of medical surveillance for site personnel prior to commencement of Work, and must submit additional certifications for any new site personnel to the AESPM.

Submission of the Health and Safety Plan (and any revised version) to the AESPM is for information and reference purposes only.

A.21 Health and Safety Responsibilities

For a multiple-employer workplace, the Contractor is engaged as the Prime Contractor as described in the Workers Compensation Act, unless another party has been engaged in writing by the AESPM.

The Contractor is responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.

The Contractor must comply with and enforce compliance by employees with safety requirements of contract documents, applicable federal, provincial, territorial and municipal statutes, regulations, directives and with site-specific Health and Safety plan.

The Contractor must ensure that when working from heights, fall protection requirements are met as per Canada Labour Code Occupational Health and Safety Regulations.

A.22 Health and Safety Coordinator

The Contractor's Health and Safety Coordinator is required to be a Registered Occupational Hygienist or Certified Industrial Specified Hygienist, and must:

1. Be responsible for completing all health and safety training, and ensuring that personnel that do not successfully complete the required training are not permitted to enter the site to perform Work.
2. Be responsible for implementing, daily enforcing, and monitoring the Health and Safety plan.
3. Be on site during execution of Work.

A.23 General Health and Safety Conditions

The Contractor must provide safety barricades and lights around Work site as required providing a safe working environment for workers and protection for pedestrian and vehicular traffic.

The Contractor must ensure that non-authorized persons are not allowed to circulate in designated construction areas of the Work site and must:

1. Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting as required.
2. Secure site at night time or provide security guard(s) as deemed necessary to protect site against entry.

A.24 Project/Site Conditions

The Contractor must review any available site characterization or assessment reports to determine workplace hazards.

Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the Work, immediately stop Work and advise the AESPM verbally and in writing.

A.25 Permits and Notices

The Contractor must obtain specialty permit(s) related to the project before the start of Work.

The Contractor may be required to complete and submit a Notice of Project as required by provincial or territorial authorities or by the AESPM.

The Contractor must provide copies of all permits and notices to the AESPM.

A.26 Health and Safety Plan

Conduct a site-specific hazard assessment based on review of contract documents, required Work, and project site. Identify any known and potential health risks and safety hazards.

Prepare and comply with a site-specific project Health and Safety plan based on hazard assessment, including, but not limited to, the following:

- a. Contractor's safety policy
- b. Identification of applicable compliance obligations
- c. Definition of responsibilities for project safety/organization chart for project
- d. General safety rules for project
- e. Job-specific safe work procedures
- f. Inspection policy and procedures
- g. Incident reporting and investigation policy and procedures
- h. Occupational Health and Safety Committee/Representative procedures
- i. Occupational Health and Safety meetings, communications and recordkeeping procedures
- j. Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site activities and operations which must be performed.
- k. List hazardous materials to be brought on site as required by Work.
- l. Indicate engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
- m. Identify personal protective equipment to be used by workers.
- n. Identify personnel and alternates responsible for site safety and health.
- o. Identify personnel training requirements and training plan, including site orientation for new workers.

Develop the Health and Safety plan in collaboration with all sub-contractors. Ensure that work/activities of sub-contractor are included in the hazard assessment and are reflected in the Health and Safety plan.

The review of the Health and Safety Plan by the AESPM will not relieve the Contractor of responsibility for errors or omissions in the final Health and Safety Plan.

A.27 Emergency Procedures

List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of:

- a. Designated personnel from own company
- b. Regulatory agencies applicable to Work and as per legislated regulations
- c. Local emergency resources
- d. the AESPM

Include the following provisions in the emergency procedures:

1. Notify workers and the first-aid attendant of the nature and location of the emergency
2. Evacuate all workers safely
3. Check and confirm the safe evacuation of all workers
4. Notify the fire department or other emergency responders
5. Notify adjacent workplaces or residences which may be affected if the risk extends beyond the workplace
6. Notify the AESPM and site staff

Provide written rescue/evacuation procedures as required for, but not limited to:

- a. Work at high areas
- b. Work in confined spaces or where there is a risk of entrapment
- c. Work on, over, under and adjacent to water
- d. Workplaces where there are persons who require physical assistance to be moved.

Design and mark emergency exit routes to provide quick and unimpeded exit.

Provide written spill response procedures as required. Revise and update emergency procedures as required, and resubmit to the AESPM.

A.28 Hazardous Products

Comply with requirements of the Workplace Hazardous Materials Information System regarding use, handling, storage and disposal of hazardous materials, and regarding labeling and provision of Material Safety Data Sheets acceptable to the AESPM and in accordance with the Canada Labour Code.

Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

Provide spill response material compatible with products used for the project.

A.29 Posted Documents

Post legible versions of the following documents on site:

- a. Health and Safety Plan
- b. Work plan
- c. Emergency procedures
- d. Site drawing showing project layout, locations of the first-aid station, evacuation route and marshalling station, and the emergency transportation provisions
- e. Notice of Project
- f. Notice as to where a copy of the Workers' Compensation Act and Regulations are available on the work site for review by employees and workers
- g. Workplace Hazardous Materials Information System and Material Safety Data Sheets documents
- h. List of names of Joint Health and Safety Committee members, or Health and Safety Representative, as applicable.

Post Material Safety Data Sheets on site, in a common area, visible to all workers and in locations accessible to tenants when Work includes activities adjacent to occupied areas.

A.30 Meetings

Attend health and safety start up meeting and all subsequent meetings called by the AESPM.

Ensure all site personnel attend a daily health and safety "tailgate" or "toolbox" meeting, which must include:

- a. Sign-in of all attendees
- b. Planned Work activities and environmental considerations for that shift
- c. Hazards associated with these Work activities, including environmental hazards (e.g. potential for hypothermia, heat exhaustion, heat stroke)
- d. Appropriate job-specific safe work procedures
- e. Required personal protective equipment
- f. Appropriate emergency procedures

Retain records of all health and safety meetings on site during Work, and retain as corporate records for a minimum of seven years after Work is completed.

A.31 Correction of Non-Compliance

Immediately address health and safety non-compliance issues identified by the Contractor and/or the AESPM. Provide the AESPM with a written report of identified health and safety issues and actions to correct non-compliances.

The AESPM may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The Contractor is responsible for any costs arising from such a "stop work order".

A.32 Special Requirements

The Contractor's on-site activities must not disrupt the normal work functions and access of the site, within reason. No on site activities must be completed without the authorization from the AESPM.

Where required, keys will be provided to the Contractor to access the subject property. The Contractor must ensure that upon leaving, all buildings and/or gates are secured as found and the keys returned without undue delay to the AESPM or on site personnel. Any aspect of the property that is perceived by the Contractor to be unsafe or unusual (e.g. damaged conduit, unsecured building, evidence of recent vandalism) must be documented, photographed and reported to the AESPM.

The Contractor must immediately inform the AESPM of any suspicious items (e.g. suspected stolen items, firearms, other weapons, ammunition, pyrotechnics, explosives, chemicals, and cash) found, discovered, revealed or otherwise located during the conduct of the Work. The Contractor, their employees or sub-contractor/sub-Contractor must not touch, move, remove, relocate, disturb or otherwise handle any suspicious item. The AESPM is responsible for contacting police or other authority to further manage such items. Only in the event that the AESPM cannot be contacted immediately, the Contractor is instructed to communicate such discovery immediately to the nearest emergency response organization.

Work in sensitive security areas (e.g., prisons, airports, National Defense facilities) may require the Contractor, as well as any sub-contractor/sub-Contractor personnel to have a requisite level of security clearance prior to examining pertinent site documents or to work on site. In those cases, all personnel must provide written

confirmation of the appropriate security clearances to the AESPM prior to any sensitive phase of the project. Failure to obtain and provide confirmation of security clearances for all affected personnel is grounds for termination of the project.

While working in some high security facilities (e.g. prisons) the Contractor may not be allowed to bring wireless cellular and digital phones or other equipment on site. The Contractor must adhere to site specific security requirements.

Work must be conducted during normal working hours (Monday to Friday) unless prior authorization has been granted by the AESPM.

A.33 Personnel Categories' Responsibilities

Typical responsibilities of the required personnel categories include:

Project Manager: Coordinator for all PWGSC projects in which the Contractor is involved and Project Manager for major projects. Overall responsibility includes: cost, schedule, quality, senior review of technical reports, communications, risk management, resources, health and safety, and environmental protection.

Environmental Scientist: Provides field supervision for investigations.

Field Technologist/Technician: Completes field sampling, data interpretation against relevant regulations or guidelines, and technical report writing.

CADD/GIS: Provides site and area plans and Geographical Information System electronic files and products.

ANNEX B**BASIS OF PAYMENT****B.1 Firm Hourly Rates**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax (GST) is extra, if applicable.

Hourly rates will remain firm for the full period of the Contract. The hourly rates for each person in a specific category of personnel must be the same.

The hourly rates quoted must include all overhead, including administrative time, and internal equipment charges (including equipment charges considered to be internal although they may be rented), and clerical support, and other indirect support such as report printing costs for THREE hard copies. Extraordinary printing costs (e.g. High quality photograph reproduction not possible on standard laser printers or plotters) may be charged only if specific prior approval from the AESPM is obtained.

Time worked which is more or less than an hour must be prorated to reflect actual time worked.

Category Name	Names	Weighting in Evaluation	Firm Hourly Rate (\$CDN) Contract Award To March 31, 2018	Firm Hourly Rate (\$CDN) April 1, 2018 To March 31, 2019	Firm Hourly Rate (\$CDN) April 1, 2019 To March 31, 2020	Firm Hourly Rate (\$CDN) April 1, 2020 To March 31, 2021
Project Manager	Two Named Individuals meeting applicable criteria from Annex H (H.3.4), and rates to be inserted at Contract Award	38%	\$ _____	\$ _____	\$ _____	\$ _____
Environmental Scientist	Two Named Individuals meeting applicable criteria from Annex H (H.3.5), and rates to be inserted at Contract Award	42%	\$ _____	\$ _____	\$ _____	\$ _____
Field Technologist/ Technician	Three Named Individuals meeting applicable criteria from Annex H (H.3.6), and rates to be inserted at Contract Award	14%	\$ _____	\$ _____	\$ _____	\$ _____
CADD/GIS	One individual					

Specialist/Tech nician		6%	\$	\$	\$	\$
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B.2 New or Replacement Personnel

If the Contractor plans to use any personnel who have not previously received approval by PSPC, the Contractor must get PWGSC approval prior to allowing the person to work on, or be chargeable to, the project. The Contractor must provide detailed justification documenting the necessity for the substitution. Resumes and cover letters must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience **equal to or better than** the individual(s) originally proposed in the Task Authorization. PWGSC reserves the right not to make payment for personnel not pre-approved by PSPC.

The rates for the replacement personnel must be the same rate as the category their replacement was in or whichever category is appropriate based on their skills.

B.3 Personnel Moving to Different Category

If the Contractor plans to move a pre-approved personnel listed in a certain category (i.e. Project Manager, Environmental Engineer/Scientist, Field Technician) into another category, they must get pre-approval by PSPC. PWGSC reserves the right not to make payment for personnel not pre-approved into a different category.

B.4 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses (including sample analyses) which are reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost with mark-up, upon submission of an itemized statement supported by receipt vouchers as per B.7 Limitation of Expenditures.

Non-allowable field supplies and internal equipment charges include the following:

1. Health and safety equipment and supplies (e.g. Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, respirators, life jackets, survival suits, first aid kits.
2. Marking/location equipment and supplies including: GPS unit (nondifferential), tapes, stakes, spray paint.
3. Miscellaneous equipment and supplies including: telephone charges, cell phone, computer, software, plotter, camera, common hand tools, batteries, stationary, printing charges.

Extraordinary field supplies, field equipment, and internal equipment charges may be allowed on a case by case basis with prior approval from PSPC.

Extraordinary field supplies and internal equipment charges will be paid for at actual costs incurred with applicable mark-up. If the extraordinary field supplies or internal equipment charge is Contractor - owned, proof that Contractor rates are industry competitive must be provided. Extraordinary field supplies and internal equipment charges must be specifically identified in the work plan and prior approval from PSPC is required. All extraordinary field supplies purchased for Work under the Contract becomes the property of PWGSC.

B.5 Subcontractors/subconsultants

Sub-Contractor fees will be recovered at cost plus a firm fixed markup percentage.

Subcontractors/subconsultants required to complete the activities may be hired by the Contractor if the work is less than \$25,000 (inclusive of applicable taxes). The proposed Sub-Contractor/Sub-consultant must be approved by PWGSC.

Abatement and remediation work which requires subcontracted construction or demolition activities greater than \$25,000 (inclusive of applicable taxes) is not permitted under the task authorization.

B.6 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the National Joint Council Travel Directive:

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Charges for air travel must not exceed that for economy class.

All travel must have the prior authorization of PWGSC.

All payments are subject to government audit.

For projects located in British Columbia (excluding Vancouver Island) and Yukon, travel-related expenses associated with the delivery of services will be calculated from the PWGSC Vancouver Office, 800 Burrard Street, Vancouver, BC V6Z 0B9 or from the Contractor's office to the project site, whichever is closer.

For projects located on Vancouver Island, travel-related expenses associated with the delivery of services will be calculated from the PWGSC Victoria Office, 1230 Government Street, Victoria, BC V8W 3X4 or from the Contractor's office to the project site, whichever is closer.

All travel related expenses within 50 kms of the above locations will be included in the Contractor's hourly fee structure.

B.7 Limitation of Expenditure

With the exception of the firm elements above, the amounts shown in the respective categories of the Basis of Pricing are estimates, and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the authorized Task Authorization does not exceed the limitation of expenditure specified in the authorized Task Authorization.

Proposed Basis of Pricing Table (will form Basis of Payment)**A. Professional Fees Unit Price Table****Period of Award (TBD) to March 31, 2018**

Item	Resource Category	Hourly Rate
1	Project Manager	\$___
2	Environmental Scientist	\$___
3	Field Technologist/Technician	\$___
4	CADD/GIS	\$___
Others – Please provide any miscellaneous Category/Title that cannot be classified above. They will NOT form part of the financial evaluation. Note: The Hourly Rate for any miscellaneous Category/Title provided below, must not exceed the highest Hourly Rate offered for items 1-4 above. Canada reserves the right to accept or reject any or all responses received in this category.		

April 1, 2018 to March 31, 2019

Item	Resource Category	Hourly Rate
1	Project Manager	\$___
2	Environmental Scientist	\$___
3	Field Technologist/Technician	\$___
4	CADD/GIS	\$___
<p>Others – Please provide any miscellaneous Category/Title that cannot be classified above. They will NOT form part of the financial evaluation. Note: The Hourly Rate for any miscellaneous Category/Title provided below, must not exceed the highest Hourly Rate offered for items 1-4 above. Canada reserves the right to accept or reject any or all responses received in this category.</p>		

April 1, 2019 to March 31, 2020

Item	Resource Category	Hourly Rate
1	Project Manager	\$___
2	Environmental Scientist	\$___
3	Field Technologist/Technician	\$___
4	CADD/GIS	\$___
Others – Please provide any miscellaneous Category/Title that cannot be classified above. They will NOT form part of the financial evaluation. Note: The Hourly Rate for any miscellaneous Category/Title provided below, must not exceed the highest Hourly Rate offered for items 1-4 above. Canada reserves the right to accept or reject any or all responses received in this category.		

April 1, 2020 to March 31, 2021

Item	Resource Category	Hourly Rate
1	Project Manager	\$____
2	Environmental Scientist	\$____
3	Field Technologist/Technician	\$____
4	CADD/GIS	\$____
Others – Please provide any miscellaneous Category/Title that cannot be classified above. They will NOT form part of the financial evaluation. Note: The Hourly Rate for any miscellaneous Category/Title provided below, must not exceed the highest Hourly Rate offered for items 1-4 above. Canada reserves the right to accept or reject any or all responses received in this category.		

B. Disbursements (including Subcontractors/Subconsultants)

Cost plus Firm Fixed _____%

Solicitation No. - N° de l'invitation
E0276-171394/A
Client Ref. No. - N° de réf. du client
E0276-171394

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-6-39228

Buyer ID - Id de l'acheteur
VAN582
CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(See attached)

Solicitation No. - N° de l'invitation
E0276-171394/A
Client Ref. No. - N° de réf. du client
E0276-171394

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-6-39228

Buyer ID - Id de l'acheteur
VAN582
CCC No./N° CCC - FMS No./N° VME

ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX E to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX F

INSURANCE REQUIREMENTS

F.1 Insurance

F.1.1 Insurance – Specific Requirements G1001C

The Contractor must comply with the insurance requirements specified herein. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

F.1.2 Commercial General Liability Insurance G2001C

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

-
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises
 - o. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents

F.1.3 Environmental Impairment Liability Insurance G2040C

1. The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Pollution Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

F.1.4 Errors & Omissions/Professional Liability Insurance G2002C

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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CERTIFICATE OF INSURANCE

Description and Location of Work Terrestrial Biological Assessment & Management Services Task Authorization Various locations in British Columbian and Yukon Territory					Contract No. EZ897-170341	
					Project No.	
Name of Insurer, Broker or Agent		Address (No., Street)		City	Province	Postal Code
Name of Insured (Contractor)		Address (No., Street)		City	Province	Postal Code
Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services						
Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability Umbrella/Excess Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
				\$		\$
Environmental Impairment Liability Insurance				<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
Errors & Omissions / Professional Liability Insurance						
I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.						
<div></div>				<div></div>		
Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)				Telephone number		
<div></div>				<div></div>		
Signature				Date D / M / Y		

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ANNEX G

TASK AUTHORIZATION FORM

(See attached)

ANNEX H

EVALUATION CRITERIA AND BASIS OF SELECTION

PART 1 - TECHNICAL EVALUATION

Technical bids will be evaluated as follows:

H1.0 Mandatory Requirements

Failure to meet the mandatory requirements will render the bid as non-responsive and no further evaluation will be carried out.

(a) Bidders must including the following with their submission:

- (i) Resumes for proposed personnel in each category: Project Manager (two [2] individuals), Environmental Scientist (two [2] individuals) and Field Technologist/Technician (three [3] individuals). Resumes are not to exceed a maximum of two (2) pages for each proposed personnel.
- (ii) Completion of the relevant project experience for proposed personnel in each Specialization.

H2.0 Licensing, Certification of Authorization

The Bidder shall be licensed to provide the necessary professional services to the full extent that may be required by provincial law in the province of British Columbia and/or Yukon Territory.

H3.0 Technical Requirements – Mandatory and Point Rated Criteria

- (a) Bids meeting the mandatory requirements will be evaluated in accordance with the point rated criteria. As indicated under Part 3, Section 3.1 of the RFP, the technical bid should address clearly and in sufficient depth, the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.
- (b) Using the provided forms or using a reasonable copy of the provided forms on a separate page or pages, provide a response to each of the following mandatory and point rated criteria.
- (c) The information provided by the Bidder may be verified by Canada. Failure by the Bidder to provide the required information or in the event that the information cannot be verified shall result in the Bidder being disqualified and no further consideration will be given to the Bidder.
- (d) Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event the information cannot be verified or the service is found to be unsatisfactory shall result in the bid being considered non-responsive and no further consideration will be given to the Bidder.

H3.1 Mandatory Criteria

Corporate Capability

The bidder **must** demonstrate it has the corporate capability to provide the appropriate services related to hazardous materials projects stated in the SOW. Failure to provide this information will render the bid as non-responsive.

Bidders must provide detail for the following:

Personnel Category	Name	Accreditation	Education	Experience
Project Manager	1. 2.	*1.	1. 2.	1. 2.
Environmental Scientist	1. 2.	*1.	1. 2.	1. 2.
Field Technician	1. 2. 3.		1. 2. 3.	1. 2. 3.
CADD/GIS	1.		1.	1.

*One Project Manager **or** one Environmental Scientist **MUST** be accredited as a Certified Industrial Hygienist or Registered Occupational Hygienist. It is not necessary for all Project Managers and/or all Environmental Scientists to be so accredited.

Name: List the name of individual(s) for each Specialization. Individuals listed in the chart above may only be listed under one Specialization. (i.e. Only listed once in the table).

Accreditation: Identify one Project Manager **or** Environmental Scientists who is a Certified Industrial Hygienist (CIH) or Registered Occupational Hygienist (ROH). * One(1) named Project Manager or Environmental Scientist **MUST BE** a CIH or ROH.

Education: List the highest level of certificates, diplomas, or degrees for each listed individual(s). The relevant minimum education levels for the specific personnel categories are as follows:

- Project Manager: BSc, or 10 years of experience related to hazardous materials abatement or management
- Environmental Scientist: BSc, or 5 years of experience related to hazardous materials abatement or management
- Field Technologist/Technician: Diploma or 3 years of experience related to hazardous materials abatement or management
- CADD/GIS: Certificate of completion of CADD or GIS training

Experience: Indicate the number of years each listed individual(s) has worked in the discipline relevant to the personnel category. This does not include time at school or time working in a different discipline. Individuals must have the following minimum years of experience:

- Project Manager: Ten years
- Environmental Scientist: Five years
- Field Technologist/Technician: Three years
- CADD/GIS: One year

Resumes for each individual listed in **H3.1** must be included and each resume cannot exceed two pages. Resumes for each individual must include details of all information summarized in **H3.1**, including:

- Accreditation organization, jurisdiction, date accreditation obtained, current status.
- All post-secondary education institutes, dates attended, credentials obtained.
- Work history with employer names, dates employed, job titles, responsibilities.

Resumes will not be evaluated, but may be examined to verify that proposed personnel are qualified for the category. Information presented but not supported by the resume may not be considered.

Any pages which extend beyond the stated page limitation will be extracted from the bid and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

H3.2 Technical Evaluation Criteria Table

For the Project Manager and Environmental Scientist categories, a **minimum of 75%** of the total available points must be awarded for both categories in order for the bid to be deemed responsive. Failure to achieve a minimum of 75% of the available points in either of these two categories will render the bid non-responsive, and the bid will not be considered further.

Item #	Description	Maximum Points	Minimum Points Required
H3.4	Project Manager #1	/40	75% x 80 pts = 60 pts
H3.4	Project Manager #2	/40	
H3.5	Environmental Scientist #1	/45	75% x 90 pts = 67.5 pts
H3.5	Environmental Scientist #2	/45	
H3.6	Field Technologist/Technician #1	/10	
H3.6	Field Technologist/Technician #2	/10	
H3.6	Field Technologist/Technician #3	/10	
	Possible Total Technical Score	/200	/127.50

H3.3 Technical Evaluation

The *Part 1 - Technical* part of the bid will be evaluated by the Evaluation Board according to the technical evaluation criteria listed in the Bid documents. Bidders should note that in areas where Canada considers the Technical Component of the bid to be excessive, no additional rating points will be awarded.

Any pages which extend beyond the stated page limitation will be extracted from the bid and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

H3.4 Point Rated Criteria 1: Project Manager Project Experience

For **each** of the two Project Managers, provide examples of a) hazardous material assessment, b) hazardous material compliance and evaluation, or c) hazardous material abatement and disposal projects (must have been completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation) which demonstrate the required project management experience as described below. Maximum of three pages per Project Manager.

For each Project Manager, provide TWO examples of projects (completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation), which were wholly managed by the Project Manager. For each project, identify specific methods or tools which were utilized to monitor and manage:	40 pts (10 pts/project)	
<ul style="list-style-type: none"> i. project schedule ii. project budget iii. client and project team communications iv. project risks, and v. health and safety. 	Max. 20 points per Project Manager	
For each Project Manager, provide ONE example which describes methods used by that Project Manager to prioritize project tasks, resolve problems, and adapt to change.	20 pts (10 pts/project)	
	Max. 10 points per Project Manager	
For each Project Manager, provide ONE example which demonstrates personal responsibility for senior technical review of a a) hazardous material assessment report, b) hazardous material compliance and evaluation report, or c) hazardous	20 pts (10 pts/project)	

material abatement and disposal report.	Max. 10 points per Project Manager	
---	------------------------------------	--

Project Manager #1: Max. points: 40 points

Project Manager #2: Max. points: 40 points

Minimum required points for two (2) Project Managers = 60 points (80 points X 75%)

H3.5 Point Rated Criteria 2: Environmental Scientist Project Experience

For **each** of the two Environmental Scientists, provide examples of a) hazardous material assessment, b) hazardous material compliance and evaluation, or c) hazardous material abatement and disposal projects (must have been completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation) which demonstrate the required project experience as described below. Maximum of three pages per Environmental Scientist.

For each Environmental Scientist, provide ONE example of a project (completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation) which identifies personal responsibility for design and on-site implementation of a Hazardous Materials Abatement or Remediation Action Plan including:	20 pts (10 pts/project)	
<ul style="list-style-type: none"> i. identification and implementation of site activities to achieve the site-specific goals of the abatement or remediation Action Plan; ii. identification and implementation of site-specific standard operating procedures and safe work procedures; iii. Writing the technical post-abatement or post-remediation report. 	Max. 10 points per Environmental Scientist	
Environmental Scientist, provide ONE example (completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation) which identifies personal responsibility with development and implementation of a hazardous materials management program, including:	20 pts (10 pts/project)	
Development of databases for facility- or entity-wide hazardous material management plans; <u>or</u>	Max. 10 points per Environmental Scientist	
Development and implementation of facility- or entity-wide hazardous material management plans and inventories.		
For each Environmental Scientist, provide ONE example of a project (completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation) which identifies personal responsibility for writing hazardous materials abatement or remediation contract specifications.	20 pts (10 pts/project)	
	Max. 10 points per Environmental Scientist	

Environmental Scientist #1: Max. points: 30 points X 1.5 weighting = 45 points;

Environmental Scientist #2: Max. points: 30 points X 1.5 weighting = 45 points;

Minimum required points for two (2) Environmental Scientists = 67.5 points (90 points X 75%)

3.6 Point Rated Criteria 3: Field Technologist/Technician Project Experience

For **each** of the three Field Technologist/Technicians, provide examples of projects (must have been completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation) which demonstrate the required project experience in a) sampling and abatement of hazardous materials and b) monitoring an external contractor during a hazardous material abatement or remediation project. Maximum of one page per Field Technician.

For each Field Technician, provide ONE example of a project (completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation) which identifies personal responsibility for sampling and assessment of hazardous materials.	30 pts (10 pts/project) Max. 10 points per Field Technician	
For each Field Technician, provide ONE example of a project (completed in British Columbia or Yukon between January 2011 and the closing date of this solicitation) which identifies personal responsibility for monitoring an external contractor during a hazardous material abatement or remediation project, including: <ul style="list-style-type: none"> i. Review of the contractor's project documentation, e.g. Notice of Project, Exposure Control Plan, fit test and training records for worksite personnel; and ii. Monitoring air quality and conducting visual inspections during the contractor's onsite hazardous material abatement to ensure compliance with applicable British Columbia or Yukon regulations or standards. 	30 pts (10 pts/project) Max. 10 points per Field Technician	

Field Technicians #1: Max. points: 20 points x 0.50 weighting = 10 points

Field Technicians #2: Max. points: 20 points x 0.50 weighting = 10 points

Field Technicians #3: Max. points: 20 points x 0.50 weighting = 10 points

H3.7 PWGSC Evaluation Board and Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the Generic Evaluation Table below. The final score will be a single score agreed to by the entire board

Generic Evaluation Table

Non-Responsive	Inadequate	Weak	Adequate	Fully Satisfactory	Strong
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
Did not submit information which could be evaluated.	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.

	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects are not related to this requirement	Sample projects are generally not related to this requirement	Sample projects are generally related to this requirement	Sample projects are directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

PART 2 – FINANCIAL EVALUATION

H.4 Financial Evaluation

H.4.1 The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

H.4.2 Bidders must submit their price/rate proposal as outlined in Annex B – Basis of Payment.

H.4.3 Bidders must submit their price/rate proposal in a **separate sealed envelope**.

H.4.4 For rate evaluation purposes, a blended hourly rate will be developed based on the anticipated percentage of involvement. The firm offering the lowest blended rate will receive the full 25 points and the other bidders will be prorated accordingly.

A blended hourly rate will be calculated for each categories as follow:

For example:

Category Name	Names	Weighting in Evaluation	Firm Hourly Rate (\$CDN) Year 1	Firm Hourly Rate (\$CDN) Year 2	Firm Hourly Rate (\$CDN) Year 3	Firm Hourly Rate (\$CDN) Year 4
Project Manager	Two Named Individuals	38%	\$40.00	\$45.00	\$48.00	\$50.00
Environmental Scientist	Two Named Individuals	42%	\$32.00	\$35.00	\$38.00	\$40.00
Field Technologist/ Technician	Three Named Individuals	14%	\$20.00	\$25.00	\$28.00	\$30.00
CADD/GIS Specialist/Technician	One individual	6%	\$15.00	\$17.00	\$20.00	\$22.00

1. Project Manager – Rates for Year 1, 2, 3 and 4 will be totaled then multiplied by 38% = blended hourly rate
2. The same calculation will be done for all the categories.
3. All the blended rates will then be added together and the sum of that will be your Total Evaluated Price.

Note: The weighting percentage column is for evaluation purposes only.

PART 3 – BASIS OF SELECTION

H.5 Basis of Selection

H.5.1 Basis of Selection - Weighted Technical/Financial Split

H.5.1.1 To be declared responsive, a bid must:

- (1) comply with all the requirements of the bid solicitation;
- (2) meet all mandatory technical evaluation criteria; and
- (3) obtain the required minimum of 75 percent of the available points for Project Manager (60 points) and Environmental Scientist (67.5 points) categories.

H.5.1.2 Bids not meeting (1), (2) and (3) will be declared non-responsive.

H.5.1.3 The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75% for the technical merit and 25% for the price.

H.5.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75%.

H.5.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%.

H.5.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

H.5.1.7 Neither the responsive bid obtaining the highest technical score or the one with the lowest evaluated price will necessarily be accepted:

Percent Distribution

No of Contracts Awarded	Overall Ranking of Proposals (Technical and Financial)			
	1 st	2 nd	3 rd	4 th
4	50%	30%	15%	5%
3	50%	30%	20%	
2	60%	40%		
1	100%			

- (a) Bid will be ranked, highest to lowest, based on their final combined Merit and Price score.
- (b) Up to four (4) contracts may be awarded depending on the number of responsive bids received.
- (c) The Estimated Overall Value of this requirement will be distributed among the top ranked bids as follows:

If four (4) contracts are awarded:

1st (Best Overall) = \$2,500,000.00
 2nd = \$1,500,000.00
 3rd = \$750,000.00
 4th = \$250,000.00

If three (3) contracts are awarded:

1st (Best Overall) = \$2,500,000.00
 2nd = \$1,500,000.00
 3rd = \$1,000,000.00

If two (2) contracts are awarded:

1st (Best Overall) = \$3,000,000.00
 2nd = \$2,000,000.00

Dollar values do not include Goods and Services Tax (GST).

The table below illustrates an example where three bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available points equal 200 and the lowest evaluated price is \$100.

Basis of Selection - Highest Combined Rating Technical Merit (75%) and Price (25%)

	Bidders			
	Bidder 1	Bidder 2	Bidder 3	Bidder 4
Overall Technical Score	130/200	100/200	185/200	160/200
Bid Evaluated Price	\$120	Not technically compliant	\$100	\$110
Calculations				
Technical Merit Score	130/200 x 75 = 48.75		185/200 x 75 =	160/200 x 75 =

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			69.38	60.00
Pricing Score	$100/120 \times 25 = 20.83$		$100/100 \times 25 = 25$	$100/110 \times 25 = 22.73$
Combined Rating	69.58		94.38	82.73
Overall Rating	3rd		1st	2nd

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FORM 1 - Bidder's Submission Information		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i>		
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Federal Contractors Program for Employment Equity (FCP EE) Certification:		See Annex E
COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENT BOARD OF DIRECTORS OF THE BIDDER:		
NAME		TITLE
<hr/>		<hr/>
<hr/>		<hr/>
<hr/>		<hr/>
<hr/>		<hr/>
<hr/>		<hr/>
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.		
Signature of Authorized Representative of Bidder		

Solicitation No. - N° de l'invitation
E0276-171394/A
Client Ref. No. - N° de réf. du client
E0276-171394

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-6-39228

Buyer ID - Id de l'acheteur
van582
CCC No./N° CCC - FMS No./N° VME

NOTE TO BIDDERS: Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. Always ensure your company name, return address, solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation et la date de clôture soient lisibles à l'extérieur de votre offre.

**Bid Receiving
Public Works & Government Services Canada
219 - 800 BARRARD STREET
VANCOUVER BC V6Z 0B9**

Solicitation No. : E0276-171394/A

**Solicitation Closes at: 14 :00 PT
on: 30 March, 2017**

**Réception des soumissions
Travaux publics et services gouvernementaux Canada
800 rue Burrard, 219 étage
Vancouver (C.-B) V6Z 0B9**

N° de l'invitation : E0276-171394/A

**La réception des soumissions prend fin le : 30, mars 2017
à: 14:00 PT**

RECEIVED

DEC 02 2016

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

E0276-171394

Security Classification / Classification de sécurité

~~PROTECTED A~~

Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
PSPC		ENVIRONMENTAL SERVICES
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail		
Hazardous materials assessment and abatement		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

~~PROTECTED A~~

Unclassified

Canada



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Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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~~PROTECTED A~~

Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Tim Seckmann

Title - Titre

MGR, ENV.
QUALITY + SUSTAINABILITY

Signature

T Seckmann

Telephone No. - N° de téléphone

604-775-6828

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

tim.seckmann@pwgsc.gc.ca

Date

9 Nov, 2016

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Liza Wong

Title - Titre

Regional Chief
Security

Signature

Liza Wong

Telephone No. - N° de téléphone

604-775-6639

Facsimile No. - N° de télécopieur

604-775-9380

E-mail address - Adresse courriel

liza.wong@pwgsc.gc.ca

Date

Nov 10, 16

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No

☐ Yes

Non

Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Anna Kulycka

Contract Security Officer, Contract Security Division

Title - Titre

Signature

AKulycka

Telephone No. - N° de téléphone

Anna.Kulycka@pwgsc.gc.ca

Facsimile No. - N° de télécopieur

Anna.Kulycka@pwgsc.gc.ca

E-mail address - Adresse courriel

Date

Jan 5, 2017

Task Authorization
Autorisations des tâches

To: - À:		PST Exempt No. - No. d'exemption de la TVP As per Contract Selon le contrat		Contact - Personne ressource RP/SI - PACIFIC		Tel. No. - No. du tél.		Fax No. - No. de télécop.		Order No. No. de la commande	
		Contract number / Numéro du contrat								Order date Date de la commande	
Vendor No. No. fournisseur		Contact Name - Nom du contact		Acc. No. - No. comp.		Tel. No. - No. du tél.		Fax No. - No. de télécop.		Date required Demandé pour le	
Item No. No. de l'art		Item Description Description de l'article		U of I U de D		Quantity Quantité		Unit Price Prix unitaire		Disc Esc.	
										Ext. Price Prix calculé	
Delivery Address - Adresse de livraison PWGSC/TPSGC 800 Burrard Street Vancouver BC V6Z 2V8		Invoicing Address - Adresse de facturation PWGSC/TPSGC REGIONAL DIRECTOR PACIFIC 800 BURRARD ST UNIT 219 VANCOUVER BC V6Z 0B9		FOB - FAB		Amount - Montant / CAD					
				Terms of payment - Modalités de paiement Net 30		T. taxes - T. taxes / CAD					
				Start - Debut		End - Fin		T. Amount - Montant T. / CAD			
Special Instructions - Instructions spéciales Security: This task authorization includes security provisions. If yes, an SRCL shall accompany all PWGSC documents. Sécurité: Cette autorisation des tâches comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.									
The order number must appear on invoices, billing lists, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.											
Please note additional instructions attached if applicable. Veuillez consulter les instructions supplémentaires s'il y a lieu.											
Signature(Mandatory - Obligatoire)		Signature(Mandatory - Obligatoire)		Signature(Mandatory - Obligatoire)		Signature(Mandatory - Obligatoire)		Signature(Mandatory - Obligatoire)		Signature(Mandatory - Obligatoire)	
PWGSC Authorization / Autorisation de TPSGC		PWGSC Authorization / Autorisation de TPSGC		PWGSC Authorization / Autorisation de TPSGC		PWGSC Authorization / Autorisation de TPSGC		PWGSC Authorization / Autorisation de TPSGC		PWGSC Authorization / Autorisation de TPSGC	
Contractor		Contractor		Contractor		Contractor		Contractor		Contractor	
Entrepreneur		Entrepreneur		Entrepreneur		Entrepreneur		Entrepreneur		Entrepreneur	
Date		Date		Date		Date		Date		Date	